I. CHAIR LISA BALTY CALLED THE BOARD MEETING TO ORDER AT 2:42 P.M. AND ANNOUNCED THAT A QUORUM WAS PRESENT.


Members Absent: Jerry Huffman, Garvey Jackson, Kelli Marshall, Ellen Mills, Robin Moore, Phyllis Grandgeorge, Laurie King, Dr. Joseph Shannon, Quincy Martindale, John Allen Slocomb, and Charlotte Morris Carter

Staff Present: Mark Durand, Renee Barry, Lori Boynton, Aubrey Jones, and Laura Purvis

Visitors: Paul Dunn, Donna Weese, Dr. Michael Simon, Michele Scuito, Michelle Kennedy, Latreaser Cartwright, Charles Bennett, and Terry Secrest

CHAIR LISA BALTY REMINDED THE BOARD MEMBERS OF THE CONFLICT OF INTEREST DECLARATION.

Chair Lisa Balty asked that all members sign a conflict of interest declaration regardless if they have a conflict or not

WELCOME OF GUESTS:

Mark Durand welcomed all the visitors Dr. Simon, Terry Secrest, Dynamic Workforce Solutions staff, Goodwill staff, and introduced the new Board Texas Rising Star (TRS) employee, Lori Boynton. Angelina College President, Dr. Michael Simon, welcomed the Board and thanked them for the partnership in grant applications.

II. Discussion/Action: Approval of Minutes – August 14, 2018

- Motion: Joe Clyde Adams
- Second: Tyane Dietz
- In Favor: All
- Oppose: None
• Abstain: None
• Motion: Passes

III. PUBLIC COMMENTS:
• None

IV. INFORMATION ITEMS:
• Endura Products was recognized as the 2018 TWC Small Employer of the Year nominee from Deep East Texas. Kotosha Jeffrey Human Resources Director, provided an overview of the manufacturing plant. She also showed a video of how the products are manufactured. The facility is located in Nacogdoches.
• Corrigan OSB (Roy O Martin) was recognized as the Local Employer of Excellence for the year. Vice President (Corrigan OSB, LLC) Terry secrest explained that the company was family owned with location in Louisiana, Texas. The business focus is primarily on land, timber and mineral resources.

V. BOARD MEMBER COMMENTS:
• Eddie Hopkins -Jasper Economic Development Corporation approved $100,000 for equipment purchases and training.
• T.J. Colwell-Lockheed Martin is up to 280 employees. They have rented the building beside their current location for an expansion. Lockheed Martin will be fully staffed by 2020.
• Malcolm Ifoezezeh, (TWC-VR Division) and Aubrey Jones (Student HireAbility Navigator) are working together with the area schools and business to get the information out about the year around work experience for the Vocational Rehabilitation program. Malcolm said, the ages are 16-22.
• Marisa Phillips - Buckner has open positions for child care teachers.

VI. Executive Director’s Report:
• See attachment

VII. Committee Reports
A. Executive /Finance Committee
1. Committee Activity – None
2. Discussion/Possible Action
   a. Action Item 18-25 EO Policy Update – Board chair, Lisa Balty, asked Tara Mosley to explain changes to EO Policy. Changes to the policy changed the Equal Opportunity rules and distributed new CFR regs. And a baseline for the “Babel Notice.” The Babel Notices are translations of vital communication guidance I a non-English verbiage. Tara Mosley explained current state guidance is that this communication needs to be provided in a language spoken by over 5% of the Board’s population, which for the Deep East Board, is Spanish.
   • Motion: Recommendation from the Executive Finance committee
   • Second: Joe Clyde Adams
   • In Favor: All
   • Oppose: None
   • Abstain: None
b. **Action Item 18-26-** Training Provider Applications – Tara Mosley presented three (3) training providers by two (2) different training providers for consideration of approval. Brightwood College Programs included Medical Assistant and Medical Office Assistant, (Beaumont). Tara Mosley explained that both Angelina and Panola College offer the Medical Assistant and Medical Office Assistant Degree. The tuition for the Associate degree at Panola is $7,900 compared to $15,896 at Brightwood College. The Medical Office Assistant tuition at Angelina College is $3,200 compared to Brightwood College’s tuition cost of $17,250. Steve Slauson expressed concerns about Brightwood College and asked; “Will the Brightwood College added as an Eligible Training Provider?” Mark Durand, said, “No” Steve Slauson, Said, “Good” Tara Mosley requested approval for Six Sigma Black Belt at Texas A&M University (Corpus Christi). There are currently no providers in our WDA that offer the Six Sigma Black Belt Program.

- Motion: Lisa Balty, made a motion to approve Texas A&M University-Corpus Six Sigma Black Belt Program. Board deferred Brightwood College (Medical Assistant and Medical Assistant/Specialist).
  - Second: Gregg Durham
  - In Favor: All
  - Abstain: None
  - Motion: Passes

c. **Action Item 18-27-** FY’19 Annual Budget - Renee Barry presented the committee with a comparison worksheet of the 2017-2018 annual budget and the proposed 2018-2019 annual budget. Mark informed the committee that staff performance appraisals had been completed. Staff received annual salary increases ranging from 0-3% based on the evaluation. During the evaluation Mark and the employee developed and agreed upon three (3) to five (5) goals for the upcoming fiscal year. Copy of the budget narrative attached with detailed explanation of each line item.

- Motion: Recommendations from Executive Finance Committee
  - Second: Eddie Hopkins
  - In Favor: All
  - Oppose: None
  - Abstain: None
  - Motion: Passes

d. Open Session Action, if any, as a result of Closed Session

- None

VII. Discussion and Acceptance of Financial Reports

a. **Financial Reports for July 2018**

Renee Barry provided the committee details of the statement of financial position. She explained the unrestricted net assets is due to the Student HireAbility Navigator grant. She explained that there are no outstanding concerns in the budget vs actual or the grant report.
VIII. PRESIDING OFFICER TO ADJOURN THE WORKFORCE SOLUTIONS BOARD MEETING

Chair, Lisa Balty, adjourned the meeting at 3:58 p.m.

Duly passed and approved on this 13th day of November 2018

Lisa Balty, Chair

Attest:

Laura Purvis, Admin Assistant